

## Webster Town Hall Rental Application

<b>Applicant Information</b>			
Name of Applicant (personal or organization):			
Phone:		Email Address:	
Current address:			
City:		State:	ZIP Code:
Are you a Non-Profit Organization?: Yes      No      (Please circle)			EIN:
<b>Rental Property Request (skip this section for annual waiver requests)</b>			
Which property are you requesting for use?    Upstairs Hall    Downstairs Hall    (Please circle all that apply)			
Reason for Use:			
Will alcohol be present? Yes    No (Please circle)    If Yes, have you contacted the Webster PD?    Yes    No			
Day of Rental:		Time of Rental:	
Will you be using the kitchen facilities? Yes    No (Please circle)			
Have you attached a damage deposit check for \$250 with this application?    Yes    No (Please circle)			
<b>Emergency Onsite Contact</b>			
Name of a person onsite to contact:			
Address:			
City:		State:	ZIP Code:
Phone:			
Title:			
<b>Annual Fee Waiver Requests (skip this section if you are not a Webster based non-profit)</b>			
Reason for use:			
Benefit to the Town of Webster:			
Expected number of uses this year:			
<b>Insurance Information</b>			
Name of Insurer:			
Policy ID #:			
Amount of liability coverage:			
Does this policy cover alcohol present at event? Yes    No (Please circle)			
Are you including a copy of the policy with this application? Yes    No (Please circle)			
<b>Liability Waiver Statement</b>			
I swear the information provided on this form is accurate to the best of my knowledge. I, acting as a personal renter or as a signatory authority for the above stated organization, hereby fully indemnify the Town of Webster from any liability resulting from the use of Webster Town Hall property and waive any and all claims resulting from its use.			
Signature of applicant:			Date:
<b>Town of Webster Use</b>			
Approval:			Date:
Select Board Approval (if required):			Date: